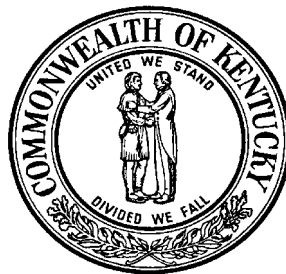


**REPORT OF THE AUDITOR OF PUBLIC ACCOUNTS  
AGREED-UPON PROCEDURES ENGAGEMENT OF THE  
TAYLOR COUNTY  
PROPERTY VALUATION ADMINISTRATOR**

**For The Period July 1, 2001  
Through June 30, 2002**



**EDWARD B. HATCHETT, JR.  
AUDITOR OF PUBLIC ACCOUNTS  
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EDWARD B. HATCHETT, JR.  
AUDITOR OF PUBLIC ACCOUNTS

Dana Mayton, Secretary, Revenue Cabinet  
Honorable Julie Shields  
Taylor County Property Valuation Administrator  
Campbellsville, Kentucky 42718

Independent Accountant's Report

We have performed the procedures enumerated below, which were agreed to by the Taylor County Property Valuation Administrator, solely to assist you with the accountability for statutory contribution receipts and disbursements, including capital outlay disbursements, city government receipts, recordkeeping, and leases and contracts for the period July 1, 2001 through June 30, 2002. This engagement to apply agreed-upon procedures was performed in accordance with standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of the Taylor County Property Valuation Administrator. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings are as follows:

1. Procedure -

Determine if the Property Valuation Administrator has a receipts ledger, a disbursements ledger, and reconciles bank records to books each month.

Finding -

Receipts and disbursements ledgers are not maintained and bank reconciliations are not completed each month. We recommend the Property Valuation Administrator keep a receipts and disbursements ledger and reconcile monthly bank statements to ledgers.

*Client's Response -*

*Agree.*



Dana Mayton, Secretary, Revenue Cabinet  
Honorable Julie Shields  
Taylor County Property Valuation Administrator  
(Continued)

2. Procedure -

Compare recorded city receipts to confirmed payment amounts obtained from city governments. Also review the list of city receipts for completeness.

Finding -

Recorded city receipts agree with confirmations and all appropriate cities are included on the Property Valuation Administrator's records.

*Client's Response -*

*Agree.*

3. Procedure -

Compare the budgeted statutory contribution by fiscal court to the legally required amounts calculated by the Revenue Cabinet. Trace the fiscal court payments from the fiscal court statutory contribution budget account to the Property Valuation Administrator's local bank account.

Finding -

The Revenue Cabinet calculated a statutory contribution of \$33,127 to be paid by Fiscal Court in four equal payments to be made on or before September 1, December 1, March 1, and June 1 respectively to the Property Valuation Administrator. The Fiscal Court paid \$32,449 of the statutory contribution in two payments dated February 13, 2002 and June 12, 2002. We recommend the Property Valuation Administrator request the calculated statutory contribution in four equal payments set out by the Revenue Cabinet and request \$678 of the remaining statutory contribution due from Fiscal Court for fiscal year ended June 30, 2002.

*Client's Response -*

*Agree.*

Dana Mayton, Secretary, Revenue Cabinet  
Honorable Julie Shields  
Taylor County Property Valuation Administrator  
(Continued)

4. Procedure -

Select a sample of disbursements from available Property Valuation Administrator's records and agree amounts to cancelled checks, paid invoices, or other supporting documentation. Determine if the expenditure is for official business.

Finding -

We selected a sample of disbursements and agreed them to cancelled checks and paid invoices without exception. The expenditures appeared to be for official business however we noted 2 instances in which bills were not paid timely. We recommend the Property Valuation Administrator pay all bills in a timely manner. Also, we noted the Property Valuation Administrator reimbursed travel expense for meals at a "high-rate" areas amount set out by the Secretary of Finance. The areas traveled were not in those areas. We recommend the Property Valuation Administrator review the Secretary of Finance "high-rate" areas and ensure the appropriate amount is being reimbursed. We further recommend contacting the Revenue Cabinet to see if these amounts need to be reimbursed.

*Client's Response -*

*Agree. Now being aware of the travel expense difference in the rates. I will contact the Revenue Cabinet as to what I need to do.*

5. Procedure -

Compare capital outlay disbursements with cancelled checks, supporting documentation, and proper purchasing procedures. Verify the location of newly acquired assets.

Finding -

Proper purchasing procedures were followed for capital outlay expenditures and supporting documentation was available. We verified the location of all new purchases.

*Client's Response -*

*Agree.*

Dana Mayton, Secretary, Revenue Cabinet  
Honorable Julie Shields  
Taylor County Property Valuation Administrator  
(Continued)

6. Procedure -

Scan vehicle lease agreements, personal service contracts, and professional service contracts for cost schedules and compare to actual payments. Determine if services received were appropriate, for official business, and properly authorized.

Finding -

We scanned for vehicle lease agreements, personal service contracts, and professional service contracts for cost schedules and compared to actual payments without exception. The services appeared appropriate for business use and properly authorized.

*Client's Response -*

*Agree.*

We were not engaged to, and did not perform an audit, the objective of which would be the expression of an opinion on the specified elements, accounts, or items. Accordingly, we do not express such an opinion or limited assurance. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of the Property Valuation Administrator and the Revenue Cabinet and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Ed Hatchett", with a long horizontal flourish extending to the right.

Edward B. Hatchett, Jr.  
Auditor of Public Accounts

Engagement fieldwork completed -  
January 27, 2003

